



COASTAL PROGRAM ANALYST I
CALIFORNIA COASTAL COMMISSION
SAN FRANCISCO BAY CONSERVATION AND DEVELOPMENT COMMISSION
OPEN EXAMINATION

JW76-4726 10103CG

CONTINUOUS FILING

CALIFORNIA STATE GOVERNMENT - AN EMPLOYER OFFERING EQUAL EMPLOYMENT OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE OR SEXUAL ORIENTATION. IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

CONTINUOUS FILING

Applications may be filed on a continuous basis. Applications received will be processed for the next examination period. Applicants will be notified via mail when the next examination is scheduled. The examination schedule is dependent on budgetary and hiring freeze constraints.

EXAMINATION DATES:

All phases of examination will be conducted in CA.

Written Test: San Francisco and one Southern California location date to be determined. Allow 5 hours to complete the written test process.

Qualifications Appraisal Interview: It is anticipated that interviews will be held in San Francisco and one Southern California location. Locations of interviews may be changed as conditions warrant.

FILING INFORMATION:

The Coastal Program Analyst II examination is being given the same day. If you meet the entrance requirements and wish to compete in both examinations, you should file one application noting each examination title in the appropriate space. Applications received will be processed for the next examination period.

Applications may be filed in person or by mail with:

Human Resources
California Coastal Commission
45 Fremont Street, Suite 1900
San Francisco, CA 94105

SUBMIT APPLICATIONS ONLY TO THE ADDRESS INDICATED ABOVE.

LOCATION SELECTION: In Question # 1 on the application specify the city where you prefer to take the examination (written test/oral interview).

If you have a disability and need special testing arrangements, mark the appropriate box in Question # 2 on the application. You will be contacted to make specific arrangements.

NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

THE POSITION:

The Coastal Program Analyst I is the recruiting, training and first working level of the class series. Under supervision, incumbents perform the less complex analytical work involving planning and regulating present and future development of the coast and conservation of the state's ocean, coastal and San Francisco Bay resources. Positions exist statewide in Eureka, San Francisco, Santa Cruz, Ventura, Long Beach and San Diego with the California Coastal Commission and in San Francisco with the San Francisco Bay Conservation and Development Commission.

SALARY RANGE:

Range A - \$2764 - 3048
Range B - \$2851 - 3300
Range C - \$3418 - 4155

REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION:

NOTE: All applicants must meet the education and/or experience requirements for the examination by the written test date.

Qualifying experience may be combined on a proportionate basis. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the requirement.

Either I

Equivalent to graduation from college with a major or eight semester units of upper division course work in urban, regional or environmental planning, ecology, marine biology, geology, geography, coastal management, environmental science, natural resource management, public policy or a related field.* Registration as a Senior will admit applicants to the examination, but they must produce evidence of graduation before they can be considered eligible for appointment. (Experience in planning or regulating uses of land or water, or analyzing the environmental impacts of development may be substituted for the required education on a year-for-year basis.)

Or II

Graduation from college in any major and one year of professional experience in planning, managing or regulating uses of land or water or analyzing environmental impacts of development.

Or III

Six months of intern experience (either in or out of state service) as a college student or recent graduate undergoing supervised practical training comparable to Student Assistant, Graduate Student Assistant, or Environmental Services Intern in any California state agency using the Coastal Program Analyst series or comparable class, in a work assignment of planning, managing, or regulating uses of land or water or analyzing the environmental impacts of development; and graduation from college with any major. (Registration as a Senior will admit applicants to the examination, but they must produce evidence of graduation before they can be considered for appointment.)

Or IV

Six months of experience in California state service as a Management Services Technician, Range B, working in the area of planning or regulating land or water uses.

*Specific course work in these fields should be shown on application or a copy of transcript can be attached to application.

EXAMINATION INFORMATION:

The examination will consist of a pass/fail written test and a qualifications appraisal interview weighted 100%. To obtain a position on the eligible list, a minimum rating 70% must be attained. COMPETITORS WHO DO NOT APPEAR WILL BE DISQUALIFIED.

Written Test - Pass/Fail

Scope:

- A. Principles and practices of planning and coastal management.
- B. Analysis of data.
- C. Reading Comprehension.

Written Test Waiver:

You may waive the written test if you have taken it within the last five years. Please note on the application form in Item # 12 "Explanations" the date and location of the test that you passed. Those taking this written test should retain their notice of results for use in future examinations if such a waiver remains available. A new application and interview are required for each future examination.

Qualifications Appraisal - Weighted 100.00%

Scope of interview, general competitive factors:

- A. Knowledge of:
 - 1. Principles, practices, terms and concepts of urban, economic, resources, social, legal, and regional planning.
 - 2. Public policy development.
 - 3. Current trends and applications in Federal State and local planning.
 - 4. Administrative, land use and environmental law.
 - 5. Permit review and zoning procedures.
- B. Ability to:
 - 1. Analyze situations accurately and take effective action.
 - 2. Effectively and convincingly communicate in written and verbal form complex and controversial matters to individuals and groups.
 - 3. Analyze and evaluate written, graphic and verbal data and prepare complete and comprehensive reports.
 - 4. Inspire confidence and trust.
 - 5. Establish and maintain effective and cooperative relations with those contacted in the course of work.
 - 6. Exercise common sense and good judgment.

ELIGIBLE LIST INFORMATION:

The names of successful competitors will be merged into the existing eligible list for Coastal Program Analyst I. A candidate may not compete more than once in a 12-month testing period for this examination. The merged eligible list will be used to fill positions with the California Coastal Commission and the San Francisco Bay Conservation and Development Commission. Candidate's list eligibility will expire 12 months after it is established unless the needs of the service and conditions of the merged list warrant a change in this period.

Veterans' preference credit may be granted. (See reverse for additional information.) CAREER CREDITS DO NOT APPLY IN THIS EXAMINATION.

SEE REVERSE SIDE FOR ADDITIONAL INFORMATION

COASTAL PROGRAM ANALYST I

CONTINUOUS FILING

Applications received will be held for the next testing period.

GENERAL INFORMATION

It is the candidate's responsibility to contact the Personnel Office of the California Coastal Commission **two weeks after the filing date** if he/she has not received his/her notice of written examination.

For an examination without a written feature, it is the candidate's responsibility to contact the California Coastal Commission's Personnel Office, (415) 904-5430, or toll free (866) 831-2540 **two weeks** after the final filing date if she/he has not received a progress notice.

If a candidate's notice of oral interview fails to reach him/her prior to the day of the interview due to a verified postal error, she/he will be rescheduled upon written request.

Applications are available at the State Personnel Board, local offices of the Employment Development Department and the two departments noted at the bottom of this page.

If you meet the requirements stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The California Coastal Commission and the San Francisco Bay Conservation & Development Commission reserve the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

Examination Locations: When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant. Locations of interviews may be limited or extended as conditions warrant.

Eligible lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) sub-divisional promotional, 2) departmental promotional, 3) multi-departmental promotional, 4) service-wide promotional, 5) open eligible list. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on the other side of this bulletin, the panel will consider education, experience, personal development, personal traits, and

fitness. In appraising experience, more weight will be given to the breadth and recent timeframe of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of her/his experience. Evaluation of a candidate's personal development will include consideration of her/his recognition of her/his own training needs; her/his plans for self-development; and the progress she/he has made in efforts toward self-development. Please see "Questions and Answers About the Coastal Program Analyst Series" on our website at www.coastal.ca.gov for more information regarding examination preparation.

High School Equivalence: May be demonstrated in any one of the following ways; 1) Passing the General Educational Development (GED) Test by scoring at least 35 on each of the five sub-tests and averaging 45 for all the sub-tests; 2) Completion of 12 semester units of college-level work; 3) Certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) Clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

Veterans' Preference Credits: Veterans' preference credits will be added to the final score of all competitors who are successful in the examination and who qualify for and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veteran Preference Application form which is available from the State Personnel Board office, written test proctors and the Department of Veteran Affairs, P.O. Box 1559, Sacramento, CA 95807.

Career Credits: In open, non-promotional examinations, career credits are granted to: 1) State employees with permanent civil service status, 2) full time employees of the State who are exempt from State civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in, or are graduates of, the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in State civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the application Form 678. (See also section 5 of the application.) (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento.)

Release Date: 5/16/02

CALIFORNIA COASTAL COMMISSION
45 Fremont Street, Suite 1900
San Francisco, CA. 94105-2219
(415) 904-5430 or toll free (866) 831- 2540

SAN FRANCISCO BAY CONSERVATION &
DEVELOPMENT COMMISSION
50 California Street, Suite 2600
San Francisco, CA 94111

TDD (415) 597-5885

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD device.